

Orange County Public Library Board of Trustees
February 20, 2020, Meeting Minutes
Main Library

Members present: Dave Kraus, Joan McClung, Beth Wilbanks, Don Lundry, John Frey, Christine Kastan

Members absent: None

Others Present: Katie Hill, Glenda Bradley, Susanne Bromfield

Meeting was called to order at 4:00 pm

Approval of agenda: Accepted without objection

Guests:

Chairman Kraus introduced special guest Glenda Bradley, Assistant County Administrator for Management Services, to speak about her responsibilities and the upcoming county budget deliberations. Although Ms. Bradley agrees in concept with the FY21 library budget proposal, she explained that this was not a year to be optimistic. There are many other projects the county has already committed to such as the fire and rescue station and radio system, changes at Gordon Barbour Elementary and the landfill expansion. To complicate matters, this is also a reassessment year. Ms. Bradley appreciated the invitation to attend the Board meeting and said that it helped establish a relationship between the trustees and her office.

Susanne Bromfield, President of the Orange County Library Foundation, dispelled the mysteries surrounding the Foundation. Formed in 1992 with nine Board members, the Foundation works directly with Katie and asks what she needs that is not provided in her budget. Direct mail solicitations are sent out to a list of over two thousand individuals asking for donations in a spring campaign with a fall follow-up mailer in the fall. Over the years, they have raised a great deal of money in support of the library system.

Approval of minutes: Accepted without objection.

Chairman's Report/Comments/Announcements:

Chairman Kraus reiterated how well his meeting had gone on February 11 with the Orange County Library Foundation. He feels that through this introduction an alliance has been formed between the Foundation and Library Board. Future interaction between the two groups should provide a positive outcome for our libraries.

The next guest speaker will be Karen Kovarik, President, Friends of the Wilderness Library. She will attend the Board meeting on Wednesday, April 16, at Wilderness Library.

Financial Report: Reviewed and accepted.

Librarian's Report:

December was a strong month at the library. Adult reading is going well and attendance is high in adult activities, with many interesting programs on the schedule including meditation and crime prevention. A book signing brought in 55 people at the Main Library, and Katie will be doing a program at the senior Living Center and conduct a chocolate tasting on Valentine's Day. She will also host Frank Walker, local historian, for a program on gold mining in Virginia.

Copy cataloger, Betsy Amos will be on leave for at least 6 weeks in May for knee surgery. Katie has urged branch managers to order new items early so a lot of the work can be done prior to Betsy's leaving.

Meetings are scheduled with Orange schools to add student ID cards to the library system. Although there are still details to work out, this collaboration will increase the number of library patrons. Katie will meet the Art Center's new director to develop summer programs.

Old Business:

Proposed letter to supervisors re: FY2021 budget proposal.

This was reviewed by the Board with the last sentence to read: *Part-time hours (representing \$11,000) would be reduced to help offset this full-time position.*

Motion by McClung and second by Kastan to select this sentence option. Voting was 3 in favor, 2 opposed, one abstention. Motion passed.

Motion to accept the letter to supervisors with friendly editorial changes by McClung and second by Kastan.

Each Board member signed the letter's five signature pages, one for each supervisor.

Chairman Kraus reminded trustees of their commitment to meet with their respective supervisors to discuss the libraries' programs, goals, and FY21 budget proposal.

New Business:

Proposed letter to library support groups re: FY2021 budget proposal.

Chairman Kraus presented an informal letter to go to the libraries' support groups asking for support for the FY21 library budget proposal.

Proposal to send board/library highlights to stakeholders bi-monthly.

Chairman Kraus proposed an email update to the supervisors and library support groups on current developments at the library. The letter will be sent to each trustee for them to send individually to their respective supervisors.

New date for April Board meeting

Due to his planned travel, Chairman Kraus asked the Board to change the date of its April meeting from the 16th to the 15th. Motion by Frey second by Kraus to make this change. Motion passed.

Policy updates:

Policy 3.7, Book Drop. Reviewed and accepted without revision.

Policy 3.8, Interlibrary Loans. Motion by Kastan second by Frey to accept revisions to include increasing non-refundable charge of \$4 (vice \$3) to defray processing costs and to change last sentence to read: *The policies and procedures for interlibrary loan and loan requests will conform to the American Library Association's "Interlibrary Loan Code for the United States, 2016."* Motion passed.

Policy 3.10, Proctoring Services. Reviewed and accepted with friendly edit so that first sentence will read: The Orange County Public Library as part of *our* mission to support the K-12 curriculum and lifelong learning is pleased to offer proctoring services to county residents free of charge.

Policy 4.4, Solicitation of Funds in the Library. Reviewed and accepted without revision.

Policy 4.5, Complaints and Suggestions. Motion by McClung second by Wilbanks to accept replacement language offered by Chairman Kraus. Motion accepted.

Policy 5-1, Display Case and Exhibits. Reviewed and accepted without revision.

Policy 5.5, Orange County Acceptable Internet and Computer Use Policy. Motion by McClung second by Kastan to accept revisions to include the following:

- In "Protection of Minors": last sentence will read - *Parents/guardians* of minor children must assume responsibility for their children's use of internet.
- In "Revocation of privileges shall follow this schedule": first sentence will read - For minor infractions (more than 2 at a computer, noise) the patron shall be warned 2 times and then asked to leave and denied access *to computers* for one week. Motion passed.

Adjournment: Motion by McClung, second by Kastan to adjourn meeting at 6:30pm. Motion passed.

Next meeting April 15, 2020, 4:00pm, Wilderness Library